

KING COUNTY SUPERIOR COURT INTERPRETER PAYMENT PROCEDURES

Payment for interpretation services are subject to the following guidelines. These guidelines can be exceeded only in extraordinary circumstances and only with written authorization of the court.

(A) APPOINTMENT

- (1) The Court will provide interpreters for the deaf and hard of hearing in civil and criminal cases per Revised Code of Washington (RCW) Chapter 2.42.
 - (2) In criminal matters, the Court will provide interpreters for non-English speaking parties, per RCW Chapter 2.43.
 - (3) In civil matters, for non-English speaking parties or witnesses, the Court will provide an interpreter at public expense if the party requesting interpreter services proves indigence through completion of an In Forma Pauperis (IFP) form and Financial Disclosure form. The Court will pay a maximum of one (1) hour service for an interpreter to assist in preparation of these documents.
 - (4) In civil matters, the Audit and Interpreter Committees have given Family Law Commissioners the authority to make findings of indigence and approve the appointment of interpreters at public expense up to \$300 per case.
 - (5) Dependency matters:
 - (a) Deaf and Hard of Hearing: The court will pay for sign language interpreters for both in-court services and out-of-court attorney preparation.
 - (b) Foreign Spoken Language: The court will pay for out-of-court attorney preparation, but the WA State Department of Children and Family Services (DCFS) will pay for all in-court services.
 - (c) Speech impediments: The County and the State will each pay one-half of the cost for these services.
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(6) Unified Family Court Planning Conferences, Family Law Facilitators, Protection Order Program

The court will pay for a maximum of one and one half (1½) hours of service without an IFP form for an interpreter to assist each non-English speaking party at a UFC Planning Conference, Family Law Facilitator meeting and Protection Order Program intake. At the time of the Planning Conference, the Court will determine whether an IFP form should be approved for payment of further interpretation services for the parties. In cases where the Department of Children and Family Services (DCFS) is a party to any action which is being heard at the planning conference, standard Interpreter Payment Procedures in dependency matters will apply.

- (7) Private non-appointed attorneys are responsible for interpreter compensation for any out-of-court meetings with clients.

(B) FEES AND EXPENSES

- (1) The court will pay \$40/hr for non-certified and non-registered interpreters and \$45/hr for a Washington State Court certified or registered interpreter.
- (2) The court will pay for actual time spent (rounded to the nearest five (5) minute interval) in providing interpreter services including waiting time from the assigned time of arrival as specified by the Office of Interpreter Services until the completion of the services for that event. The interpreter will be paid for a minimum two-hours of service for the first appointment of the day. If service is for more than two hours, or there are subsequent appointments during the day, payment will be based on actual time incurred for these subsequent appointments, rounded to the nearest five (5) minute interval. However, a subsequent appointment, any part of which occurs during the initial two hours of service shall not be separately compensated and shall be included in the two-hour minimum compensation.
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INTERPRETER PAYMENT PROCEDURES

Revised October 8, 2008

Page -3-

- (3) Interpreters requested to work at both the Downtown/Juvenile and Regional Justice Center sites on the same day will be compensated in the following manner:
 - (a) Interpreters working at both sites during the morning or both sites during the afternoon shall be compensated a total of \$25.00 for travel time.
 - (b) Interpreters working at one site in the morning and the other site in the afternoon will not be compensated for travel time between sites.
 - (4) Interpreters will be compensated at a rate of \$10/hr. more than the normal rate for their category for any work performed and commencing before 8:00 a.m., and performed and commencing after 5:00 p.m. This increased rate also applies to any work performed during the weekend.
 - (5) Sign Language interpreters for deaf and hard of hearing jurors will be compensated as follows:
 - (a) While the deaf or hard of hearing individual is serving on jury duty, Superior Court will pay for all time during which interpretation services were rendered, or for four days at 5.5 hours per day, whichever is greater.
 - (b) If the deaf or hard of hearing juror serves less than four days, the Court will pay for the interpreters' time secured for four days less the time for which the interpreters are able to find work elsewhere. (The four days of interpretation services secured are for two days of mandatory jury duty and two succeeding days of possible trial time.) The interpreters will provide written verification to the Court that they were not able to secure any replacement work for any of the cancelled time.
 - (6) The Office of Interpreter Services has the authority to approve payment of interpreter services that may occur under 'Special Circumstances' not otherwise covered under these policies. This includes compensation for travel time, mileage reimbursement or other travel related expenses. Authorization for payment will be accompanied by documentation and/or written explanation attached to the interpreter's voucher submitted for payment.
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(C) CANCELLATION POLICY

(1) In the event of cancellation¹ by the Court², the interpreter³ will only receive payment for reserved time for matters other than trial as follows:

- (a) No payment shall be made if the interpreter is notified more than 24 hours prior to the start time of the requested service that interpretation services are no longer needed.
- (b) If the interpreter has been reserved by the Superior Court Office of Interpreter Services for more than three (3) hours, then the interpreter shall be paid an additional three (3) hours after the time of cancellation.
- (c) If the interpreter is scheduled by the Superior Court Office of Interpreter Services for less than three (3) hours, the interpreter shall be paid for the time scheduled.
- (d) In matters other than trial, if the interpreter has arrived at an assignment which is then cancelled, the interpreter will be paid as stated in (B) and (C) above. The interpreter will be required to remain until released by the judge AND the Office of Interpreter Services. If the interpreter has not yet begun the trip to the assignment, the interpreter will be paid a one hour minimum or for time reserved for the event, whichever is greater.

If the Court is able to utilize the interpreter's services for any other matter during this "cancelled time", the interpreter will be paid for at least the amount set forth above or for the alternate service, whichever is greater, less any time for which the interpreter is able to find work elsewhere.

1 Cancellation: Termination of reserved time without provision of services.

2 Court: means the King County Presiding Judge, the Criminal Presiding Judges, the Superior Court Judges, the Office of Interpreter Services, the King County Superior Court Administrator or their designated agents.

3 Interpreter: means any certified, registered or qualified interpreter for the deaf, hard of hearing or non-English speakers as defined by RCW 2.42 and 2.43.

(D) PAYMENT PROCESS

- (1) An original Superior Court Interpreter Service Voucher form shall be used in all cases for payment, not to exceed \$40/hr for non-certified and non-registered or \$50/hr for a Washington State Court certified or registered interpreter.
- (2) In civil cases, the Superior Court Interpreter Service Voucher form must include written notification that an order appointing an interpreter in forma pauperis has been approved.
- (3) In cases exceeding the standard payment rates, a Superior Court Motion, Affidavit and Order Authorizing Service at Public Expense shall be approved by the Court prior to performance of interpretation services. The original Superior Court Interpreter Service Voucher form must be accompanied by a copy of the approved order before payment will be rendered. The Office of Interpreter Services may authorize payment exceeding the standard rates in 'Special Circumstances.' [See (B) (4)]
- (4) Vouchers must be submitted within thirty (30) days of date of interpreter service rendered or the voucher may not be honored and paid. If the voucher is submitted after the thirty days of the date of service, a fee of 10% may be deducted from the amount due per these guidelines.